

REFERENCES

The word **References**, or **Reference** if there is only one source, is centered at the top of a new page, and bolded. The font should be the same as used in the rest of the paper.

References are listed in alphabetical order by author. If there is not an author, the title is used. Items are double spaced, one inch from the left margin in a hanging paragraph format.

Note: For most references only the first letter of the title, subtitle, and proper nouns are capitalized. All major words of an academic journal title are capitalized. Titles of books and journals are italicized.

BOOKS –PRINT:

Author, A.A. (Year). Title. Place of Publication: Publisher.

Pearce, E. (2010). *Pitt the elder: Man of war*. London: Bodley Head.

BOOKS-EBOOKS:

Author, A.A. (Year). Title. Place of Publication: Publisher. Retrieved from URL or Database DOI, if available.

Whalley, L.J. (2015). *Understanding brain aging and dementia: A life course approach*. New York, NY: Columbia University Press. Retrieved from <https://ezproxy.ctcd.edu:2100/login.aspx?direct=true&db=nlebk&AN=1015231&site=ehost-live>.

CORPORATE AUTHOR:

Corporate Author. (Year). Title. Place of Publication: Publisher.

Occupational Safety and Health Administration [OSHA]. (2015). *29 CFR 1926 OSHA construction regulations*. Davenport, IA: Moncomm.

MULTIPLE AUTHORS:

Two to Twenty: List by the last names and initials separated by commas with an & before the last name.

More than Twenty: After the 19th name use an ellipsis (...) then list the last name.

JOURNAL ARTICLES – PRINT:

Author, A.A. & Author, B.B. (Year) Title of the article: Subtitle of the article. Title of the Journal, volume number (issue number if available), page range.

Howland, R.H. (2016). Antidepressant drugs and the risk of intracranial bleeding: Parsing an observational study. *Journal of Psychosocial Nursing and Mental Health Services*, 54(2), 21-24.

JOURNAL ARTICLES – DATABASE:

Author, A.A. & Author, B.B. (Year) Title of the article: Subtitle of the article. Title of the Journal, volume number (issue number if available), page range. DOI or Retrieved Date from URL.

Mohamedali, B., & Pyle, J., & Bhat, G. (2016). Acute cellular rejection and c4d positivity in heart transplantation. *American Journal of Clinical Pathology*, 145(2), 238-243. DOI :10.1093/ajcp/aqv026.

WEBSITE:

Author, A.A. (Year, Month Date). Title of page. Site name. URL.

Hill, J. (2019, August 12). *Project calls attention to changing role of libraries*. Cape Cod Times. <https://www.capecodtimes.com/news/20190811/project-calls-attention-to-changing-role-of-libraries>.

VIDEO:

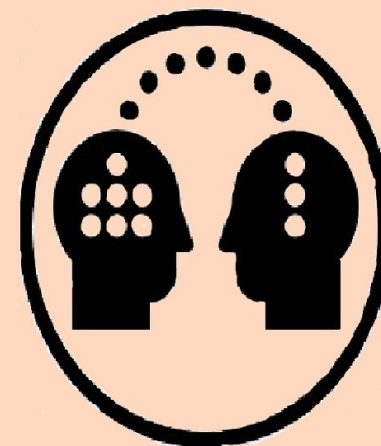
Director / Producer (Role). (Year). Title: Subtitle [Description]. URL.

DCD Rights Limited (Producer). (2016). *Benjamin Zephaniah* [Streaming Video]. https://fod-infobase-com.ezproxy.ctcd.edu/p_ViewVideo.aspx?xtid=145862&tScript=0.

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FONT: No set font. Font should be consistent, legible, and size 11 or 12.

LINE SPACING: Double spaced, with 1 inch margins all around.

COVER PAGE:

Header: Contains only the page number, flush with the right margin. *Title:* Is three to four lines from the top, centered, and bolded. *Student's Name:* Should be three lines below title. *Remainder of cover page information* is double spaced.

1

Title of the Paper

Student's Name

Department, College

Course Number: Course Name

Professor's Name

Paper's Due Date

ABSTRACT: If required, follows APA 7 professional paper formatting.

2

Abstract

The abstract summarizes the ideas presented in the paper. It should be one paragraph, double spaced, and no more than 250 words.

Keywords: Ideas, paper, paragraph

3

Title of the Paper

Indent the 1st line of each new paragraph. Paper's text is double spaced.

IN-TEXT CITATIONS FORMAT:

Parenthetical: Placed at the end of the sentence before the period (**Author's Last Name, Year**).

Narrative: Author's Last Name followed by the Year enclosed in parentheses.

Author's Last Name (Year) text of sentence.

Direct Quotes—In-text citations come immediately after the close quote marks. Page number or other location information is given after the year. Location is at the end of the sentence.

"Quoted text" (Author Last Name, Year, p. #), text of sentence.

(Jones & Green, 2020, p. 123);
Stephens (2018), "quoted text" (para. 3).

Paraphrased and Summarized Material—In-text citations contain the author's last name followed by the publication year.

No Date—When no date is available, use n.d. (Reed, n.d.).

ONE AUTHOR/EDITOR:

(Author, Year)

(Pearce, 2010)

In his book, *Pitt the Elder*, Pearce (2010) stated...

TWO AUTHORS/EDITORS:

(1st Author & 2nd Author, Year)

Parenthetical— Use an & between the authors names. **Narrative**—Use the word "and" between the names.

(Lee & Tirnady, 2003).

Lee and Tirnady (2003), in their book described

THREE OR MORE AUTHORS/EDITORS:

Only the first author's name is used followed by et al.

(Neundorf et al., 2011)

Neundorf et al. (2011).

CORPORATE AUTHOR:

If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited. Subsequent in-text citations, use only the abbreviation. For a narrative in-text citation, use the organization's name.

1st Mention:

(Organization Name [Abbreviation], Year)

(American Library Association [ALA], 2014).

According to the American Library Association's (2014) *Standards and Guidelines Manual*...

Subsequent Mention:

(Abbreviation, Year) (ALA, Year)

The ALA (2014) manual includes ...

NO AUTHOR:

When there is not an author, use the 1st one or two words in the in-text citation.

Book and report titles are italicized.

Articles, chapters, and web pages are enclosed in quote marks.

Book: (*Fundamentals*, 2013)

Article: ("LittleBits", 2016)

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